



SCHEME OF DELEGATION 22/23

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and its constituent schools.

The bodies may include:

1. Trust Members
2. Trust Board of Trustees (Board)
3. Trust Finance and General Purposes Committee (F&GP)
4. Trust Educational Standards Committee (ES)
5. Trust Compliance Committee (CC)
6. Chief Executive Officer (CEO)
7. Secondary Board (SB)
8. Local Academy Board (LAB)
9. Headteachers of individual schools (HTs)

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated authority for individual schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and Skills Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Roles & Responsibilities Matrix and the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

Trust & School policies

The Trust Board has developed a policy document identifying the range of statutory, regulatory and necessary policies and whether they are Trust or School policies. In conjunction with this Scheme of Delegation this sets out the responsibility for approval and monitoring of these policies.

School Leadership

Headteacher – legal Headteacher for a school and accountable to the LAB for the school and to the CEO (via executive).

# Sect	# Item	Sec Descr.	Task key: Approve (A), Recommend (R), Propose (P), Develop (D), Monitor and Report (M), Consulted (C), Implement (I)	Notes	Members	Board	F&GP Cttee	Educational Standards (ES)	Compliance Cttee	CEO	Secondary Board	Sec LAB	RC LAB	1E+13
1	1	Governance	Approve changes to Trust Articles of Association	Members only	A	R								

1	2	Governance	Approve Trust Board operating principles			A				R				
1	3	Governance	Appoint Trustees	Members only		R								
1	4	Governance	Approve Trust Scheme of Delegation			A				R	C	C	C	C
1	5	Governance	Approve school status (level of autonomy/authority)			A				R		C	C	
1	6	Governance	Approve new convertor or sponsored schools joining Trust	Subject to due diligence		A				R				
1	7	Governance	Establish and approve Terms of Reference for Trust Committees including LABs and SB	Subject to school autonomy status		A				R	C	C	C	
1	8	Governance	Establish LAB sub-committees and their terms of reference									A	A	C
1	9	Governance	Appoint Chair/Vice Chair of Trust Board			A								
1	10	Governance	Remove Chair/Vice Chair of Trust Board			A								

1	11	Governance	Appoint Chair and Vice Chair of LAB									A	A	
1	12	Governance	Remove Chair or Vice Chair of LAB	In exceptional circumstances		A						A	A	
1	13	Governance	Appoint Chair and Vice Chair of SB			A								
1	14	Governance	Remove Chair or Vice Chair of SB	In exceptional circumstances		A								
1	15	Governance	Appoint Governors to LAB			A								R
1	16	Governance	Remove Governors from LAB	In exceptional circumstances		A								R
1	17	Governance	Appoint Governors to SB			A					R			
1	18	Governance	Remove Governors from SB	In exceptional circumstances		A					R			
1	19	Governance	Appoint (and remove) Chair(s) of Trust Committees			A	R	R	R					

1	20	Governance	Appoint (and remove) Trust Committee members			A	R	R	R					
1	21	Governance	Appoint (and remove) Clerk to Trust Board			A				R				
1	22	Governance	Appoint (and remove) Clerk to LAB			A				R		C	C	
1	23	Governance	Appoint (and remove) Clerk to SB			A				R	C			
1	24	Governance	Appoint Accounting Officer	Within CEO job description		A								
1	25	Governance	Trust Policy Matrix			A				R	C	C	C	C
1	26	Governance	Trust Governance Calendar			A				R	C	C	C	C
1	27	Governance	Approve Trustees & Governors Expenses Policy	Trust Policy		A				C				
1	28	Governance	Appoint a Company Secretary or allocate responsibilities	Company Secretary not mandatory		A				R				
2	1	Planning & Perf	Trust Strategic Plan			A M	M	M	M	R/I	C	C	C	C
2	2	Planning & Perf	Devise trust-wide Curriculum Statement. Developed by Trust Exec Team					A		R		M	M	D I
2	3	Planning & Perf	Set School Performance Targets			A		R		p		P	P	D

2	4	Planning & Perf	School Performance Review					A		I				
2	5	Planning & Perf	Secondary Phase/School Strategic Plans	Aligned to Trust Strategic Plan			C	C	C	A		R/M	R/M	D/I
2	6	Planning & Perf	School 1 Year Development Plan									A	A	R
3	1	Staff Policies and Pay	HR, Employment & Staff related policies	Trust Policies: See policy matrix		A			M	R		M	M	I
3	2	Staff Policies and Pay	Employee Terms & Condition changes. NB Trust uses OCC policies - will only be brought forward for approval when OCC have changed.			A				R				
3	3	Staff Policies and Pay	Employee T&Cs for new schools			A				R				
3	4	Staff Policies and Pay	Teachers' Annual Pay Award	Trust Policy			A			R				
3	5	Staff Policies and Pay	Support Staff Annual Pay Award	Trust Policy			A			R				
3	6	Staff Policies and Pay	CEO Performance Review & Pay	Trustee sub-group		I/A								
3	7	Staff Policies and Pay	Headteacher Performance Review and Pay				A			I/R		I/R	I/R	

3	8	Staff Policies and Pay	Individual Performance Pay Awards	As per Trust policy			A			R		R	R	P
4	1	Staff Management	CEO appointment			A								
4	2	Staff Management	Trust staff structure & complement. Sec Brd/LABs involved if joint appt under aegis of Trust.			A				R	C	C	C	C
4	3	Staff Management	Trust staff appointments within budget structure							A				
4	4	Staff Management	School staff structure & complement	Within School 1 Year Plan						A	C	P	P	P
4	5	Staff Management	Headteacher appointment	LAB/CEO panel						A		P	P	
4	6	Staff Management	Senior leadership appointments							C		A	A	P
4	7	Staff Management	Teaching and support staff appointments							C				A
4	8	Staff Management	Suspension of CEO			A								
4	9	Staff Management	Return of CEO after suspension			A								
4	10	Staff Management	Dismissal of CEO			A								
4	11	Staff Management	Suspension of Headteacher	As per policy						A		C	C	
4	12	Staff Management	Return of Headteacher							A		C	C	
4	13	Staff Management	Dismissal of Headteacher			A				R		C	C	

4	14	Staff Management	Dismissal of teaching and support staff	HR Panel as appropriate						C		C	C	A
4	15	Staff Management	Suspension of teaching and support staff							C				A
4	16	Staff Management	Return of teaching and support staff after suspension							C				A
4	17	Staff Management	Redundancy of school staff	Financial implications		A				R		C	C	P
4	18	Staff Management	Restructuring of school staff	Without financial implication						A		R	R	P
4	19	Staff Management	Trust Inset Days	See also 7.1						A				P
5	1	Fin. Gvnce & Mgt	Trust Financial Regulations	Trust Handbook, Trust Policies		A	RM			P		M	M	I
5	2	Fin. Gvnce & Mgt	Trust Financial Procedures	Trust Policy, Trust Manual		A	RM			P		M	M	I
5	3	Fin. Gvnce & Mgt	Annual review of Trust Risk Register	Trust Handbook		A	M	M	M	PI				
5	4	Fin. Gvnce & Mgt	Annual review of School Risk Register	Trust Handbook						M		AM	AM	PI
5	5	Fin. Gvnce & Mgt	Appoint Trust auditors	Members	A	R	P							

5	6	Fin. Gvnce & Mgt	Trust 3 year Budget Plan			A	R			P				
5	7	Fin. Gvnce & Mgt	Trust Central Charges to schools			A	R			P		C	C	C
5	8	Fin. Gvnce & Mgt	Trust Budget Reports				AM			PM				
5	9	Fin. Gvnce & Mgt	Trust Annual Accounts			A	R							
5	10	Fin. Gvnce & Mgt	Trustees Annual Report			A	R	C	C	P				
5	11	Fin. Gvnce & Mgt	Trust Accounts Return to ESFA							A				
5	12	Fin. Gvnce & Mgt	Response to Auditor's Management Letter				A			R/I				
5	13	Fin. Gvnce & Mgt	School 3 year budget plans	Annually			A			R		P	P	D
5	14	Fin. Gvnce & Mgt	School Budget Reports	Monthly			M			MA		M	M	M
6	1	Financial Auth	All Financial Authorisations limits are documented within the Financial Procedures manual. Scrutiny of financial procedures covered by internal/external audits and reported to F&GP	Limits as per Finance Policy			A			R				
7	1	Policies & Procedure	School times, terms and holidays			A				R		C	C	P

7	2	Policies & Procedure	Change of School Age Range			A				R		P	P	D
7	3	Policies & Procedure	Expansion of School Pupil Admission Number (PAN)			A				R		P	P	D
7	6	Policies & Procedure	Child Welfare & Safeguarding Policy	Trust Policy INDIVIDUAL SCHOOL ADAPT LOCALLY		A			M	R		A (local adapt) M	A (local adapt) M	I
7	7	Policies & Procedure	School Statutory Policies	See policy matrix		A			M	M		M	M	I
7	8	Policies & Procedure	School non-Statutory Policies									AM	AM	P/I
7	9	Policies & Procedure	Suspensions (prev Fixed Term Exclusion - FTE)					M		M		M	M	API
7	10	Policies & Procedure	Return after short-term suspension											A
7	11	Policies & Procedure	Permanent Exclusions					M		C		A	A	R
7	12	Policies & Procedure	Appeals against Permanent Exclusion	LA Independent Panel						M		I	I	

7	13	Policies & Procedure	Complaints Policy	Trust policy		A			M	R		M	M	I
7	14	Policies & Procedure	Complaints Appeals	Independent Panel		I			M	R		I	I	
7	15	Policies & Procedure	Admissions Policy	School Policy		A			M	R		C	C	P
7	16	Policies & Procedure	Admissions allocation of places	As per Admissions policy								AM	AM	I
7	17	Policies & Procedure	Admissions Appeals	Independent Panel					M	C		A	A	I
7	18	Policies & Procedure	School prospectus	Refers to overall branding and image guidelines						C		A	A	D R

7	19	Policies & Procedure	School website	Refers to overall branding and image guidelines and DfE requirements for what schools must publish on their websites						C		A	A	D R
7	20	Policies & Procedure	School logo & branding	Refers to overall branding and image guidelines						C		A	A	D R
7	21	Policies & Procedure	School uniform	Refers to overall branding and image guidelines						C		A	A	D R
7	22	Policies & Procedure	Trust branding	Refers to overall branding and image guidelines		C				A				
7	23	Policies & Procedure	Charging and remissions policy			A				R				
7	24	Policies & Procedure	Remote Learning Policy									A	A	P
7	25	Policies & Procedure	Data Protection Policy			A			R	P				

7	26	Policies & Procedure	Register of Pupil's admissions to schools and attendance									M	M	A
7	27	Policies & Procedure	Capability of Staff			A	R			P				
7	28	Policies & Procedure	Early Career Teacher Induction Policy (ECT)					C		R		A	A	
7	29	Policies & Procedure	Staff discipline, conduct and grievance procedure			A	R			P				
7	30	Policies & Procedure	Staff grievance policy			A	R			P				
7	31	Policies & Procedure	Single central record of recruitment and vetting checks	Reviewed by S/G Trustee/Governors					A/M	I		A/M	A/M	I
7	32	Policies & Procedure	Stmnt of procedures for dealing with allegations of abuse against staff			A	R			p				
7	33	Policies & Procedure	Designated teacher for looked after and prev. looked after children.	Review alongside Safeguarding Policy								A	A	P
7	34	Policies & Procedure	Children with health needs who cannot attend school.	Trust schools follow LA policy and procedures								A/M	A/M	
7	35	Policies & Procedure	Early Years foundations stage (EYFS)	Trust recommends on school website									A	R

7	36	Policies & Procedure	Special educational needs and disability policy	Trust produces overarching policy - adapted locally		A				R		A	A	R
7	37	Policies & Procedure	Relationships and sex education policy									A	A	R
7	38	Policies & Procedure	Behaviour policy (incl Anti-Bullying policy/strategy)									A	A	R
7	39	Policies & Procedure	First aid in schools			A				P		A	A	
7	40	Policies & Procedure	Equality information and objectives	Authored by CEO/H/Ts		A	R	R	R	P		A	A	P
7	41	Policies & Procedure	Register of Business interests	Clerks collect returns. Approval Trust Chair/CEO/LAB Chairs		A				A		A	A	
7	42	Policies & Procedure	Careers guidance									A		P
7	43	Policies & Procedure	Whistleblowing Policy			A			R	P				
8	1	Premises & Assets	Asset Management Policy	Trust Policy		A	R			P	C	C	C	
8	2	Premises & Assets	Asset Management Plan				A			R	A		A	R
9	1	Health and Safety	Health and Safety	Trust policy suite		A			M	P		M	M	I/M

DECLARATION The Trust Board of the Abingdon Learning Trust, at its meeting on 8.7.22 2021 resolved to adopt this Scheme of Delegation. A copy has been forwarded to the Clerk for the formal Trust Board records and is available on the Trust's website. This scheme will be reviewed annually.

Signature: J Hopkins

(Chair of the Trust Board)

Date of signature: 8.7.22